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EB No. 882

5 November 1981

1. Employee bulletin boards in Headquarters Building and other Agency buildings provide a location where Agency personnel may post information regarding personal items they wish to sell, buy, or rent. The two Headquarters Building bulletin boards are located on the first floor adjacent to the B and F corridor elevator banks.

2. Guidelines concerning the use of all employee bulletin boards are as follows:

- a. Employee bulletin boards are for the sole use and benefit of personnel assigned or detailed to the Agency.

b. Advertisements must be approved and dated by the Personal Affairs Branch, 5E69 Headquarters Building, prior to being posted on any bulletin board by employees.

c. Advertisements must be prepared by employees on 3x5 cards and should be typewritten or printed. A total of 13 cards is necessary for full distribution to all employee bulletin boards in Agency buildings.

d. Cards must bear the employee's first name only and black line office extension. Home telephone numbers, street addresses, office designations, and locations of assignment may not be listed.

e. Such advertisements as club notices, commercial ticket sales, personal services desired (brokerage and commercial assistance), business ads, non-Agency personal notices, and fund drives for other than Agency-sponsored activities will not be accepted for posting.

f. Employees interested in listing the sale or rental of a personal dwelling must attach to their card a housing card, Form 2845, which states that the item listed is available to any employee of this Agency without regard to race, creed, color, or national origin. This form is available in Personal Affairs Branch.

g. Real estate cards will remain on bulletin boards for a period of 15 workdays before being removed. All other cards will be removed after 10 workdays.

h. Photograph attachments will be returned to employees after expiration of the cards if desired. Only the office address is to be placed on the reverse side of the card or photograph.

3. Questions concerning employee bulletin boards may be referred to the Personal Affairs Branch,

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DISTRIBUTION: ALL EMPLOYEES